STARweb Quiz

Directions: Test your STARweb knowledge. Print and then take the quiz. Once you complete the quiz, get the quiz answers and find out how you did.

1. STARweb hardware and software requirements include the following.
    a. Internet Explorer 6.0 or higher
    b. An NFC designated u-printer
    c. Internet access
    d. A ink jet or laser printer
    e. An NFC ID set up with STARweb access
    f. All of the above
    g. Only a, c, and d

2. How do you know you have successfully logged in to STARweb?
    a. Pop up message appears indicating successful login
    b. The contact point list appears
    c. The database window reads "Agricultural Agencies"
    d. The T&A Maintenance screen loads

3. When a timekeeper logs in to STARweb, how many contact points will the timekeeper have access to?
    a. Only one
    b. All APHIS contact points
    c. Only those contact points approved by the timekeeper supervisor and assigned to the timekeeper's NFC ID.

4. After login from the STARweb main page, what is the button choice that will be used most often by a timekeeper?
    a. T&A Maintenance
    b. Contact Point
    c. Transmit
    d. Print

5. The last 2 digits on a contact point number represent the
    a. Agency
    b. State
    c. Town
    d. Timekeeper

6. True or False. The timekeeper can delete an employee from STARweb even if the employee has a T&A history.

7. From what screen can a new employee be added?
    a. TA List
    b. Employee List
    c. Biweekly T&A
    d. All of the above
    e. None of the above

8. When can a timekeeper move an employee between contact points?
   a. Always, this is a basic timekeeper function.
   b. Never, this is an application administrator function only.
   c. Only if the timekeeper has access to both contact points.
   d. As long as the timekeeper has access to the contact point where the employee currently exists. It is not necessary for the timekeeper to have access to the contact point where the employee needs to be moved.

9. Which of the following can be done by updating the T&A Header?
   a. Advance leave
   b. Enter begin date for new employee
   c. Enter employee's social security number
   d. All of the above
   e. Only a & b

10. When an employee's annual leave category changes
    a. STARweb will automatically update the leave category field.
    b. It is the timekeeper's responsibility to update this field from the Leave Account.
    c. It is the timekeeper's responsibility to update this field from the Employee Detail.
    d. Only application administrators can update the annual leave category.

11. True or False. The employee detail, T&A header, and leave account can all be accessed from the Biweekly T&A screen.

12. How often is the import function performed in STARweb?
    a. Once
    b. Every pay period
    c. At the beginning of each calendar year
    d. As needed

13. What is the correct definition of the rollover feature?
    a. Rollover allows the timekeeper to create a new pay period for all employee records on the employee list that were successfully transmitted the previously pay period. Rollover is performed every pay period.
    b. Rollover allows the timekeeper to create a new pay period for all employee records on the employee list that were successfully transmitted the previously pay period. Rollover is not performed every pay period.
    c. Rollover allows the timekeeper to retrieve the latest T&A information from the NFC database for either an individual employee or a group of employees.

14. From what screen can a corrected T&A be created?
    a. Biweekly T&A
    b. TA List
    c. T&A header
    d. Employee list

15. When printing T&A's, a timekeeper can
    a. Print one employee T&A at a time
    b. Print multiple but not all employee T&A's at a time
    c. Print all employee T&A's at a time
    d. All of the above
    e. Only a and c

16. True or False. Once a T&A is split it cannot be merged back together.

17. Where is the u-printer number entered?
    a. Biweekly T&A
    b. Contact Point screen
    c. Build JCL
    d. Employee Detail

18. True or False. A T&A is ready to be transmitted when it has a status of verified.

19. Which of the following are valid statuses for a T&A in STARweb?
    a. Verified
    b. New
    c. Released
    d. Only a & b
    e. All of the above

20. What is the latest status that a T&A can be changed without requiring a corrected T&A?
    a. New
    b. In Progress
    c. Verified
    d. All of the above
    e. None of the above